

<b>EMPLOYEE TRAINING RECORD</b>		
<b>TRAINING TITLE</b> Housekeeping		
<div style="text-align: center; margin-bottom: 10px;"><b>KEY TEACHING POINTS</b></div> <ul style="list-style-type: none"> <li>• One thing that makes any job easier is good housekeeping. Also, poor housekeeping causes many accidents. A nail in a scrapped two-by-four goes through a shoe and punctures a foot. A pile of trash catches fire. A cluttered walkway causes an employee to trip and fall. All of these accidents are caused by poor housekeeping. Some poor housekeeping accidents don't amount to much: a small cut, a scuffed elbow or a bruised leg. Others can have disastrous results involving the loss of life and property.</li> <li>• Housekeeping is a continuing process in which everyone must participate throughout the work day. Let's see how we can eliminate some of the most common housekeeping problems that can cause accidents on the job.</li> <li>• Nails: Stepping on a rusty nail can cause a serious injury. Pull all nails from scrap lumber. Then throw the scrap in trash containers or pile it neatly where it won't be in the way.</li> <li>• Metal Straps and Bands: After removing straps or bands, pick them up immediately and put them in a trash container. It's easy to trip on banding if it is left lying around on the job. This goes for other scrap, too</li> <li>• Keep round scrap material (pipe, bolts, dowels, conduit, etc.) out of the way. Put it in the trash, or, if it's going to be used, store it in a safe location</li> <li>• Extension Cords: If you must run an extension cord across the walkway, hang it from the ceiling where it won't cause anyone to trip. Hang it high enough so you won't hang the person who walks under it.</li> <li>• Food Rubbish: Lunch bags and other food rubbish not only cause trips and falls, but fires also. Put it in trash cans after you have finished eating. Don't leave it around to clutter up the job or to attract animals and insects. It's especially dangerous to leave bottles lying around. They're not only a tripping hazard, but can break and cut someone.</li> <li>• Special Containers: Some items should be stored in separate trash containers. Theses include oily or solvent-soaked rags and empty cans that contain flammable liquids, such as paint, thinner, and glue. Remember to keep these trash containers covered and ventilated.</li> <li>• Storage Areas: There are numerous storage areas throughout the job. Keep these neat. This not only is safer, but enables you to find what you want more quickly and to get it more easily.</li> <li>• Slipping Hazards: During the course of a job, it is almost impossible not to have grease or tar on the floors of a new building, or on the job site. So clean up slipping hazards immediately. This goes for ice during cold weather, too.</li> <li>• It's easier to work in a clean area than in a cluttered junk pile. A clean job means a safer job. Good housekeeping is up to all of you.</li> </ul>		
<b>TEST</b>		
<b>QUESTION</b>	<b>ANSWERS</b>	
	<b>TRUE</b>	<b>FALSE</b>
1 Poor housekeeping causes many accidents.		
2 Housekeeping is a continuing process in which everyone must participate throughout the work day.		
3 If you must run an extension cord across the walkway, hang it from the ceiling where it won't cause anyone to trip. Hang it high enough so you won't hang the person who walks under it.		
4 Lunch bags and other food rubbish not only cause trips and falls, but fires also.		
5 It's easier to work in a clean area than in a cluttered junk pile. A clean job means a safer job. Good housekeeping is up to all of you.		
<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>

1. True 2. True 3. True 4. True 5. True